4.8.1 Transaction Processing for Add

The Transactions subsystem provides the capability to add case and item information, transfer of accountability for the Idle Property to the PDO, and for controlled NEMS screenable items to update the NEMS Data Base to reflect the transfer for all active disposal cases. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

- From the NPDMS MAIN MENU type 5 at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press < Enter>.

The TRANSACTION MENU (ND5000MA) is displayed.

ND5000MA / ND5000PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM TRANSACTI ON MENU TX	03/01/01 08: 57: 08 MSXXX
	Sel ections:	
ECN:	8 Reversal 9 Convert Case to Componen 10 Convert Component to Cas: 11 Enter SRD and GSA Contro ? In any field for Help -In) Exit Transaction Process and Surveys)	e I No d: o: eze)

INPUT DATA

- Enter Selection input value = 1
- Prop Case No (Only used for Item add to an existing component system)
- Item Id (Optional)
- ECN (Controlled property only)
- Cust Acct No (Optional)

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

4.8.1.1 Controlled Add With GSA Reporting

With the valid entry of an Equipment Control Number (ECN), this process extracts data from NEMS. The Controlled Add with GSA reporting function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type 1 at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
 Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
 from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match
 on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA)
 displays the extracted NEMS and Center default data, and places the cursor at the first input
 field.

ND4110MA / ND4110PA				03/01/01 09: 02: 23	
	A CA		-	MSXXX	
		Cust Acct No: 3	33001		
Local Ref No:	Tu	rn-In Doc No: _			
Initiators Name:		Initiators (Org Code: .		
Initiators Phone: (_) *****************	NSN: *	****		
Item Name: *******	**************	******	******	*	
Mfg's Code: Mfg	g's Name:		Mfg Ye	ar:	
Model No:	Part No:				
Serial No:	Part No: MMA Code:	CC: **	Cap Sens	Code: X	
CURR OTY: ****	UNIT OF MEASURE: **	UNIT ACO COS	ST: *****	*****	
com qii.		0.111 1.104 000			
Stock Status Code: 5	Contr Prop	Tag N	No.		
Poi mburgoment Code:	Crantoo Prop	Contr/Crant N	No:		
Stock Status Code: 5 Contr Prop: _ Tag No: Reimbursement Code: _ Grantee Prop: _ Contr/Grant No: Exc/Sale: _ Unclaimed Prop: _ Date Found: Fair Mkt:					
Exc/Sare Ulcrarilled	rrop bate round	raii w	κι		
Haz Mat Codo: Haz N	/at Ind: _ Precious Metals	Codo: A Print	Di olam Do	o. V	
	at Thu Frectous metars				
Ttelli besc.	• • • • • • • • • • • • • • • • • • • •			(Y/N): N	
Novi goti on			KEIAIN	(1/N). N	
Navigation:	5 PF16 PF17 PF18 PF19-	DEOC DEOL DI	EOO DEOO	DEQ4	
			FZZ PFZ3-		
HELP LOPF PREV	CNCL	CLEAR		EXIT	

EXTRACTED FROM NEMS

- Cust Acct No
- ECN

- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

input value = your document number

•	Mfg's Code	input values = valid code, ZZZZZ or XXXXX . If using Z or X see corresponding entry for Mfg's Name.
•	Mfg's Name	input values = name with matching Mfg's Code, UNKNOWN with ZZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXXX Mfg's Code
•	Mfg Year	
•	Model No	
•	Part No	
•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N , X , Q , M or P
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Haz Mat Code	
•	Haz Mat Ind	
•	Precious Metals Code	

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

• Retain input value = **Y** or **N**

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
the cursor placed at the first field in error. After the corrected data has been entered, press
<Enter>. The system continues to validate each data field until all data passes the edit
checks.

If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain Field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MN	I TEM DESCRI PTI ON	
PROP DESC	TEST	1 2
DESC		3
		4 5
		6
TECH HEADERS		
		<u> </u>
TECH		
DESC		2 3
		4 5
		6
	'13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23- LP LOPF CNCL PGUP PGDN INSRT	PF24

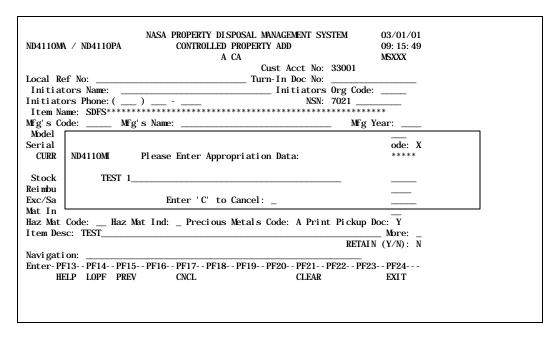
- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).



Appropriation Data

- Enter 'C' to Cancel

input value = **C** or **blank**

• Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the CONTROLLED PROPERTY ADD (ND4110MA).

NASA	PROPERTY DISPOSAL MANAGEME	NT SYSTEM MM/DD/YY
ND4110MA / ND4110PA	CONTROLLED PROPERTY ADD	HH:MM:SS
	A CA	XXXXX
	Cust Acc	t No: 02022 ECN: G000101
Local Ref No:	Turn-In Do	c No:
Initiators Name:	Initi	ators Org Code: EP83_
Initiators Phone:()	STD: ()	NSN: 7021
Item N	Y2K STATUS	* * * * * * *
Mfg's C		Mfg Year: 2001
Model Status Code: y	'Y' = Y2K Compliant	
Serial	'N' = Not Y2K Compliant	Cap Sens Code: X
CURR	'U' = Unknown Status	: 1522.00*****
Stock Certifier's		:
Reimbur Name:		:
Exc/Sal		:
Haz Mat Code: Haz Mat Ind:	_ Precious Metals Code: A	Print Pickup Doc: Y
Item Desc:		More: _
		RETAIN (Y/N): N
Navigation:		
Enter-PF13PF14PF15PF16-		F21PF22PF23PF24
HELP LOPF PREV	CNCL	LEAR EXIT

INPUT DATA

• Status Code Input value = Y, N, or U

- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DI SPOSAL M	ANAGEMENT SYSTEM 03/01/01		
ND4110MB / ND4110PA ADD SCREEN	2 09: 17: 28		
A CA	MSXXX		
Install Name: MARSHALL SPACE FLIGHT CENTER*			
Contact Person: XXXX XXXXXXXX*************			
Address: BLDG XXXX*********************************	* Bl dg: 8025***** Room:		
Property Location City: HUNTSVILLE********	_ Fax: (205) XXX - XXXX		
Location City: HUNTSVILLE*******	State: AL Zip: XXXXX		
Country:	_		
Report To: GSA Region: 04 or DRMO DODAAC:	Print Doc (Y/N): N		
Warehouse Loc: Warehoused Da	ate:		
DML Code: _ Foreign Prop: _ Reclam Code:	_ CC: A1 Artifact: _		
DAYS	Begin Dates End Dates		
21 Installation Screening:	03 01 2001		
Screening 21_ NASA-Wide Screening:	03 01 2001		
Timeframes 0 Other Federal Screening:	03 23 2001		
21_ Donation Screening:			
Method = Install: C NASA-Wide: C (C=NPDMS Catalog			
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:			
Navi gati on:			
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24			
HELP LOPF PREV CNCL			
The state of the s	CAMB DAY AND A		

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region input value = reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input value = Y or N

Warehouse Loc

• Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

• Screening Timeframes:

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = N

• ECN input value = next case to be added, if any

Cust Acct No input value = next case to be added, if any

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DISPOSAL MAN ND4110MB / ND4110PA ADD SCREEN 2 A CA			
Install Name: MARSHALL SPACE FLIGHT CENTER*** Contact Person: XXXX XXXXXXXX****************** Address: BLDG XXXX*********************************	Phone: (205) XXX - XXXX Bl dg: 8025****** Room Fax: (205) XXX - XXXX State: AL Zi p: XXXXX		
ND4110MK If the property is located in the following areas: Maryland - Prince Georges and Montgomery Counties only Virginia - Prince William, Loudon, Fairfax, and Arlington Counties, and City of Alexandria			
The GSA Region should be 'W . GSA Region: ** Enter 'C' To Cancel: _ ***********************************			

- GSA Region
- Enter 'C' to Cancel input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to $\bf W$ by typing over the displayed GSA Region value. If the user enters $\bf C$ to cancel, the GSA Region value remains the same.

 Press <Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

Press <Enter>. If the Contact Person is changed, NPDMS displays the following pop-up window:

	NASA PROPERTY DI SPOSAL MANA	AGEMENT SYSTEM	05/16/02
ND4110MB / ND4110PA	A ADD SCREEN 2		12: 24: 17
	A CA		MSKKF
	MARSHALL SPACE FLIGHT CENTER****		
	kerrie farbman***********		
Address:	BLDG 4201***************	Bl dg: 8025***** Ro	OON
Property		Fax: (205) 544 -	1836
Location City:	HUNTSFI LLE*******	State: AL Zip: 3581	2
		•	
			+
War!			
DML! PODI E-MAIL	ADDRESS:		! t:
1	. III DALLOS!		
! NEAL CANTRE	LL@MSFC. NASA. GOV		1 2
Scr!	ELEWBI'C. NASA, GOV		1 2
			. ~
	Donation Screening: 06		
	C NASA-Wide: C (C=NPDMS Catalog,		
ADDITIONAL COMPONE	NT ITEMS (Y/N): N ECN:	CUST ACCT NO: _	
Navi gati on:			
Enter-PF13PF14I	PF15 PF16 PF17 PF18 PF19 PF2	20 PF21 PF22 PF23	PF24
HELP LOPF 1	PREV CNCL	CLEAR	EXIT

- PODI E-Mail Address
- Press <Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                            03/01/01
ND4110MC / ND4110PA
                             GSA REPORTING DATA
                                                            09: 40: 50
                                                            MSXXX
Prop Case No:
Local Ref No:
                                      Turn-In Doc No:
MAIL CODE XXXX_
  City: MSFC***********
                              State: AL
                                            Zi p: XXXXX _
This Property is scheduled to be reported on 03 23 2001 to GSA Region: 04 GENERAL SERVICES ADMINISTRATION ATLANTA GA
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
HELP LOPF PREV CNCL CLEAR EXIT
```

- Appropriation Data
- Reimbursement Code

• Exc/Sale input value = **Y** or **blank**

- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks. When Contact Person has been changed, he following pop-up window is displayed:

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                              05/16/02
ND4110MB / ND4110PA
                                 ADD SCREEN 2
                                                              12: 24: 17
                                  A CA
                                                              MSKKF
    Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Contact Person: kerrie farbman********* Phone: ( 205 ) 544 - 8394
        Fax: ( 205 ) 544 - 1836
Property
           City: HUNTSFILLE*******
                                            State: AL Zip: 35812 ____
Locati on
        Country: _
Rep
     PODI E-MAIL ADDRESS:
                                                               ! t:
     NEAL. CANTRELL@MSFC. NASA. GOV
                                                               ! 2
Scr !
Tim +----
              21_ Donati on Screening: 06 08 2002 06 29 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
     HELP LOPF PREV
                          CNCL
                                               CLEAR
```

- PODI E-Mail Address
- Press < Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB). When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

ND4110MC / ND4110PA		SYSTEM	03/25/99 14: 48: 18
	A CA		MSXXX
Local Ref No:			
Appropriation Data	EQUIP ECN F000041		
Reimbursement Code	DI SPOSAL CASE NMBR	t:	
Reporting NASA Ins		*****	****
Contact Person: J0	ORG COST ACCT CODE oca_) 544	- 4788
Address: MARSHALL MAIL CODE	PROG COST ACCT CODE pca_) 544	- 1151
City: MSFC****	PREVIOUS ORG COST ACCT CODE		
	PREVIOUS PROG COST ACCT CODE		
This Property is s		SA Regi	on: 04
GENERAL SERVICES		GA	
	PRESS ENTER TO CONTINUE		
	OR 'C' TO CANCEL	_	
**			
	715 PF16 PF17 PF18 PF19 PF20 PF21		
HELP LOPF PR	EEV CNCL CLEAR	ł.	EXIT

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = C or blank
- Press < Enter>. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

4.8.1.2 Non-Controlled Add With GSA Reporting

This process allows the user to enter Non-Controlled Add With GSA Reporting data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

Press <Enter>. If the Contact Person is changed, NPDMS displays the following pop-up window:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                               05/16/02
ND4110MB / ND4110PA
                                  ADD SCREEN 2
                                                               12: 24: 17
                                                               MSKKE
    Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Contact Person: kerrie farbman********* Phone: ( 205 ) 544 - 8394
        Fax: ( 205 ) 544 - 1836
Property
           City: HUNTSFILLE*******
                                             State: AL Zip: 35812 _
Locati on
        Country: ___
Rep
War!
DML! PODI E-MAIL ADDRESS:
                                                                ! t: _
     NEAL. CANTRELL@MSFC. NASA. GOV
                                                                1 2
Scr!
Tim +----
                        Donation Screening: 06 08 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
                                             _ CUST ACCT NO:
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: ___
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
     HELP LOPF PREV
                          CNCL
                                                CLEAR
                                                                EXI T
```

- PODI E-Mail Address
- Press <Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).
- Local Ref No

Turn-In Doc No input format = your document number

- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, **ZZZZZ**

or if using Z or X see corresponding entry forMfg's Name.

• Mfg's Name input values = blank, name with

matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code

- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code input values = N, X, Q, M or P
- Qty
- Unit of Measure
- Unit Acq Cost

Stock Status Code input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property Contr Prop input value = Y or blank Tag No Reimbursement Code Grantee Prop input value = Y or blank Contr/Grant No Exc/Sale input value = Y or blank **Unclaimed Prop** input value = Y or blank Date Found input format = MM/DD/YYYY Fair Mkt Mat Inv input value = Y or blank Shelf Life Type Exp Date Ext Date Haz Mat Code Haz Mat Ind Precious Metals Code input value = Y or N Print Pickup Doc Item Desc More input value = Y or blank Retain input value = Y or N

with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages

If a **Y** is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MN	I TEM DESCRI PTI ON	
PROP DESC	ITEM 1	1 2
		3 4 5
ТЕСН		6
HEADERS		
TECH		
DESC		3
		0
	13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23F LP LOPF CNCL PGUP PGDN INSRT	F24

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).
- Appropriate data fields are populated and displayed by the system.
- If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's Name.
- IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01		
ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ADD 09: 59: 41		
A CA MSXXX		
Cust Acct No: 33001		
Local Ref No: Turn-In Doc No:		
Initiators Name: Initiators Org Code:		
Initiators Phone: () NSN: 7021		
Initiators Phone: () NSN: 7021 Item Name: TEST***********************************		
Mfg's Code: Mfg's Name: Mfg Year:		
Model		
Serial ode: X		
CURR ND4110MI Please Enter Appropriation Data: *****		
Stock		
Reimbu		
Exc/Sa Enter 'C' to Cancel:		
Mat In		
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y		
Item Desc: ITEM 1More: _		
RETAIN (Y/N): N		
Navi gati on:		
Enter- PF13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24		
HELP LOPF PREV CNCL CLEAR EXIT		

- Appropriation Data
- Enter 'C' to Cancel input value = C or blank
- Press **<ENTER>**. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERT	Y DISPOSAL MANAGEMENT SYSTEM MM/DD/YY	
ND4110MA /	ND4110PA NON-CONTROLLED PROPERTY ADD) HH: MM: SS
	A CA	XXXXX
	Cust Acct	No: 33001
Local Ref N	o: Turn-In Doc	No:
Ini ti ators	Name: Initiat	cors Org Code:
Ini ti ators	Phone: () N	<u>NSN</u> : 7021
Item N	Y2K STATUS	******
Mfg's C		Mfg Year: 2001
Model	Status Code: * 'Y' = Y2K Compliant	
Seri al	'N' = Not Y2K Compliant	Cap Sens Code: X
CURR	'U' = Unknown Status	: 125*******
Stock	Certifier's	:
Rei mbur	Name:	:
Exc/Sal		:
Mat Inv		- :
Haz Mat Cod	e: Haz Mat Ind: _ Precious Metals Code: A F	Print Pickup Doc: Y
Item Desc:		More: _
		RETAIN (Y/N): N
Navi gati on:		
Enter-PF13	PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21	I PF22 PF23 PF24
HELP	LOPF PREV CNCL CLF	EAR EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

		NAGEMENT SYSTEM 03/01/01
D4110MB / ND4110PA	ADD SCREEN 2	
	A CA	MSXXX
Install Name: MARSHALL S	PACE FIICHT CENTER**:	******
Contact Person: XXXXXXXXXXX		
Address: BLDG XXXX*	*******	Bl dg: XXXX****** Room:
roperty		Fax: (XXX) XXX - XXXX
roperty ocation City: HUNTSVILLE	*****	State: AL Zip: XXXXX
Country		
eport To: GSA Region: 04 or	DRMO DODAAC:	Print Doc (Y/N): N
arehouse Loc:	Warehoused Dat	te:
ML Code: _ Foreign Prop:	Recl am Code:	CC: A1 Artifact:
DAYS	1	Begin Dates End Dates
	llation Screening: (03 01 2001
creening 21_ NA	SA-Wide Screening: (03 01 2001
imeframes 0 Other	Federal Screening: (03 23 2001
21_ D	onation Screening: (03 24 2001 04 14 2001
		F=Fax, L=Local, N=NEMS Only)
DDITIONAL COMPONENT ITEMS (Y		
avigation:		F20 PF21 PF22 PF23 PF24
HELP LOPF PREV	CNCL	CLEAR EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = N

ECN next case to be added, if any

Cust Acct No next case to be added, if any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MB / ND4110PA ADD SCREEN 2 10: 16: 12 MSXXX A CA Install Name: MARSHALL SPACE FLIGHT CENTER********** Contact Person: XXXXXXXXXXXXXXXXX********** Phone: (XXX) XXX - XXXX Fax: (XXX) XXX - XXXX Property City: HUNTSVILLE******* Locati on ND4110MK If the property is located in the following areas: Maryland - Prince Georges and Montgomery Counties only Virginia - Prince William, Loudon, Fairfax, and Arlington Counties, and City of Alexandria The GSA Region should be 'W. GSA Region: ** Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---HELP LOPF PREV CNCL

INPUT DATA

- GSA Region
- Enter 'C' to Cancel input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to \mathbf{W} by typing over the displayed GSA Region value. If the user enters \mathbf{C} to cancel, the GSA Region value remains the same.

 Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

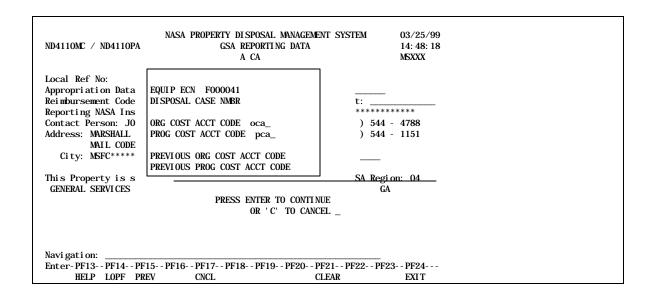
ND4110MC / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM GSA REPORTI NG DATA A CA	03/01/01 10: 28: 32 MSXXX
Reimbursement Code: A	Turn-In Doc No: Exc/Sale: _ Unclaimed Prop: Fair Mkt: _	
Contact Person: XXXXX Address: MARSHALL SPA MAIL CODE XX	lation Name: MARSHALL SPACE FLIGHT CENTER**** XXXXXXXXXXXX********************	XX - XXXX XX - XXXX
This Property is sche	******** State: AL Zip: XXXXX duled to be reported on 03 23 2001 to GSA RG INISTRATION ATLANTA	
Navi gati on: Enter-PF13PF14PF1 HELP LOPF PRE	5 PF16 PF17 PF18 PF19 PF20 PF21 PF22 I V CNCL CLEAR	- F23 PF24 EXI T

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = Y or blank
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been entered,
 press <Enter>. The system continues to validate each data field until all data passes the

edit checks. When Contact Person has been changed, he following pop-up window is displayed:

	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	05/16/02	
ND4110MC / ND4110PA	GSA REPORTING DATA	12: 24: 53	
	A CA	MSKKF	
Local Ref No:	Turn-In Doc No:		
Appropriation Data:		_	
Reimbursement Code: 2	Exc/Sale: _ Unclaimed Prop: Fair Mkt:	 	
	ation Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: kerrie	e farbman*********** Phone: (205) 544	1 - 4788	
Address: MARSHALL SPAC	CE FLIGHT CENTER** Fax: (205) 544	1 - 1151	
+		+	
1		!	
! POC E-MAIL ADDR	RESS:	1	
Thi!		! 4	
GE! KERRI E. FARBMAN@	MSFC. NASA. GOV	!	
!		!	
+		+	
Navi gati on:			
Enter-PF13PF14PF15	5 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF	F23 PF24	
HELP LOPF PREV	/ CNCL CLEAR	EXIT	

- POC E-Mail Address
- Press <Enter. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.



- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = C or blank
- Press <Enter>. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.3 Controlled Component System Item Add with GSA Reporting

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add with GSA reporting function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the property is Automated Data Processing Equipment (ADPE) Reportable, it must be added as the first component system item record.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
 Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
 from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match
 on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA)
 displays the extracted NEMS and Center default data, and places the cursor at the first input
 field.

ND4110MA / ND4110PA COMPONENT SYSTE	_	DD 10: 48: 1 MSXXX	=
Prop Case No: 804101 5335C242 ITEM I			
Local Ref No:			
Initiators Name:	Initiators	Org Code:	
Initiators Phone: () Item Name: ************************************	NSN:	****	
Item Name: ************************************	*******	*******	
Mfg's Code: Mfg's Name: Model No: Part N		_ Mrg Year:	_
Model No: Part N	0:		**
Serial No:MMA Cod	e: CC: **	Cap Sens Code:	X
QTY: ***** UNIT OF MEASURE:	** ACQ CC	SI: ********	
Stock Status Code: 5 Contr Prop: Reimbursement Code: _ Grantee Prop: Exc/Sale: _ Unclaimed Prop: _ Date Found: Mat Inv: _ SHELF LIFE TYPE: 0 EXP DATE: Haz Mat Code: _ Haz Mat Ind: _ Precious Item Desc: _	Fair M EXT DA Metals Code: A Print	Akt: TTE: Pickup Doc: Y	
		RETAIN (Y/N):	
Navi gati on:		· · · · · · · ·	
Enter-PF13PF14PF15PF16PF17PF18-	- PF19 PF20 PF21 I	PF22 PF23 PF24	=
HELP LOPF PREV CNCL	CLEAR	EXI T	

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No

- Serial No.
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = valid code, **ZZZZZ** or

XXXXX. If using Z or X see corresponding entry

for Mfg's Name.

Mfg's Name

input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code

- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Unit Acq Cost
- Stock Status Code

input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, **5** for all other property

• Contr Prop input value = Y or blank

Tag No

• Reimbursement Code

Grantee Prop input value = Y or blank

Contr/Grant No

Exc/Sale input value = Y or blank

Unclaimed Prop input value = Y or blank

• Date Found input format = MM/DD/YYYY

Fair Mkt

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

• Retain input value = **Y** or **N**

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been entered,
 press <Enter>. The system continues to validate each data field until all data passes the
 edit checks.
- If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.
- If a 'Y' is entered in the retain field, certain data elements on the screen are saved and are displayed for the processing of the next case

The first line of the description contains the line of data from the previous screen and allows for modification.

nn on		
PROP DESC	ITEM 1	1 2
DESC		2
		4
		5
		6
TECH		
TECH HEADERS		
IILADLING		
TECH DESC		0
DESC		2
		5
		6
	13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21-	
HE	LP LOPF CNCL PGUP PGDN	INSRT

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

If FSC Code equals 65 (medical) or 70 (FSG), NPDMS then prompts for Y2K status and certifier's name.

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ND4110MA / ND4110PA COMPONENT SYSTEM CONTROLLED ITEM ADD A I	03/01/01 10: 54: 11 MSXXX
Prop Case No: 804101 5335C242	
Initiators Name: Initiators Org Code	
Initiators Phone: () - NSN: 7021	
Initiators Phone: () NSN: 7021 Item Name: TEST***********************************	****
Mfg's Code: Mfg's Name: Mfg	
Serial ND4110MI Please Enter Appropriation Data:	ode: X *****
Stock	
Reimbu Exc/Sa Enter 'C' to Cancel: _	
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup	Doc: Y
Item Desc: TEST	
	IN (Y/N): N
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF	23 PF24
HELP LOPF PREV CNCL CLEAR	EXIT

- Appropriation Data
- Enter 'C' to Cancel
- input value = C or blank
- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

NASA	PROPERTY DISPOSAL MANAGEMENT SY	STEM MM/DD/YY
ND4110MA / ND4110PA	CONTROLLED PROPERTY ADD	HH:MM:SS
	A CA	XXXXX
	Cust Acct No:	02022 ECN: G000101
Local Ref No:	Turn-In Doc No:	
Initiators Name:	Initiators	Org Code: EP83_
<pre>Initiators Phone:()</pre>	STD: () NSN:	7021
Item N	Y2K STATUS	* * * * * * * *
Mfg's C		Mfg Year: 2001
Model Status Code: y	'Y' = Y2K Compliant	
Serial	'N' = Not Y2K Compliant	Cap Sens Code: X
CURR	'U' = Unknown Status	: 1522.00*****
Stock Certifier's		:
Reimbur Name:		:
Exc/Sal		:
Haz Mat Code: Haz Mat Ind	: _ Precious Metals Code: A Prin	t Pickup Doc: Y
Item Desc:		More: _
		RETAIN (Y/N): N
Navigation:		
Enter-PF13PF14PF15PF16	PF17PF18PF19PF20PF21	PF22PF23PF24
HELP LOPF PREV	CNCL CLEAR	EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED ITEM ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	03/01/01
ND4110MB / ND4110PA COMPONENT SYSTEM ITEM ADD SCREEN 2	11: 47: 06
	MSXXX
Prop Case No: 804101 5335C242 ITEM ID: 03	
Install Name: MARSHALL SPACE FLIGHT CENTER*********	
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX - XXXX
Address: BLDG XXXX1*********************************	** Room
Property Location City: HUNTSVILLE******** Fax: (XXX) X State: AL Zip:	XX - XXXX
Location City: HUNTSVILLE******* State: AL Zip:	XXXXX
Country:	
Report To: GSA Region: 04 or DRMD DODAAC: Print Doc (Y	/N): N
Warehouse Loc: Warehoused Date:	
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1	Artifact: _
DAYS Begin Dates E	nd Dates
21_ Installation Screening: 03 01 2001 0	3 22 2001
Screening 21_ NASA-Wide Screening: 03 01 2001 0	3 22 2001
Timeframes 0_ Other Federal Screening: 03 23 2001 0	3 23 2001
21_ Donati on Screening: 03 24 2001 0	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local,	
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT N	0:
Navi gati on:	_
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22	
HELP LOPF PREV CNCL CLEAR	EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region input value = reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input values = \mathbf{Y} or \mathbf{N} Warehouse Loc Warehoused Date input format = MM/DD/YYYY DML Code Foreign Prop input value = Y or blank Reclam Code input values = Y, R, or N CC Artifact input value = Y or blank If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following: Screening Timeframes Days Installation Screening Begin Dates input format = MM/DD/YYYY **End Dates** input format = MM/DD/YYYY Days NASA-Wide Screening Begin Dates input format = MM/DD/YYYY **End Dates** input format = MM/DD/YYYY Days Other Federal Screening Begin Dates input format = MM/DD/YYYY **End Dates** input format = MM/DD/YYYY Days **Donation Screening Begin Dates** input format = MM/DD/YYYY

input format = MM/DD/YYYY

End Dates

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y

ECN next case to be added, if any

Cust Acct No
 next case to be added, if any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

ND4110MB / ND4110P.			03/01/01 10: 16: 12 MSXXX
	Item Id:		
	MARSHALL SPACE FLIGHT CENTER***		
Contact Person:	XXXXXXXXXXX*************	Phone: (XXX) XXX -	XXXX
Address:	BLDG XXXX**************		
Property		Fax: (XXX) XXX -	XXXX
Location City:	HUNTSVI LLE*******	State: AL Zip: 3581	12
*******	**********	*******	***
ND4110	MK		
Maryl and - Pr Virginia - Pr	is located in the following area ince Georges and Montgomery Cour ince William, Loudon, Fairfax, a lington Counties, and City of Al	nties only and	
The GSA Region s	hould be 'W. GSA Regio	n: **	
	Enter 'C' To Cancel: _		

	DELE DELO DELO DELO DE		NEO 4
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24			
HELP LOPF	PREV CNCL	CLEAR	EXIT

- GSA Region
- Enter 'C' to Cancel

input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to $\bf W$ by typing over the displayed GSA Region value. If the user enters $\bf C$ to cancel, the GSA Region value remains the same.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                    05/16/02
ND4110MB / ND4110PA
                           ADD SCREEN 2
                                                    12: 24: 17
                                                    MSKKF
                            A CA
   Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Fax: ( 205 ) 544 - 1836
Property
         City: HUNTSFILLE*******
                                     State: AL Zip: 35812 _
Locati on
       Country: ____
Rep +
War!
DML!
    PODI E-MAIL ADDRESS:
                                                    ! t: _
    NEAL, CANTRELL@MSFC, NASA, GOV
Scr!
Ti m +----
Donation Screening: 06 08 2002 06 29 2002
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
    HELP LOPF PREV CNCL CLEAR
```

- PODI E-Mail Address
- Press < Enter>. Depending on the previous data entries, NPDMS displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you enter C to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

Ī	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM	03/01/01			
ND4110MC / ND4110PA	GSA REPORTING DATA	11: 51: 52			
	A I	MSXXX			
Prop Case No: 804101 5335	5C242				
Local Ref No:	Turn-In Doc No:				
Appropriation Data: XXX_					
Reimbursement Code: 1 Ex	xc/Sale: _ Unclaimed Prop: Fair Mkt:	·			
	ion Name: MARSHALL SPACE FLIGHT CENTER*****				
	XXXXXX*************** Phone: (XXX) XXX				
Address: MARSHALL SPACE I	FLIGHT CENTER** Fax: (XXX) XXX	- XXXX			
MAIL CODE XXXX_					
Ci ty: MSFC********	***** State: AL Zip: 35812				
	ed to be reported on 11 11 1995 to GSA Reg	i on: 04			
GENERAL SERVICES ADMINISTRATION ATLANTA GA					
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24					
HELP LOPF					

 Appropriation 	Data
-----------------------------------	------

Reimbursement Code

• Exc/Sale input value = Y or blank

Fair Mkt

Reporting NASA Installation Name input value = your center name

Contact Person

- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks. When Contact Person has been changed, the following pop-up window is displayed:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                    05/16/02
ND4110MC / ND4110PA
                         GSA REPORTING DATA
                                                    12: 24: 53
                                                    MSKKF
                            A CA
Local Ref No:
                                 Turn-In Doc No:
Appropriation Data:
Address: MARSHALL SPACE FLIGHT CENTER**
                                    Fax: ( 205 ) 544 - 1151
     POC E-MAIL ADDRESS:
Thi!
                                                    1 4
     KERRI E. FARBMAN@MSFC. NASA. GOV
GE!
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
    HELP LOPF PREV
                      CNCL
                                       CLEAR
                                                    EXI T
```

- POC E-Mail Address
- Press <Enter>. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

ND4110MC / ND4110PA	NASA PROPERTY DISPOSAL MANAG GSA REPORTING DAT A CA		03/25/99 14: 48: 18 MSXXX
Local Ref No:	EQUID ECV. FOOOO41		
Appropriation Data Reimbursement Code	EQUIP ECN F000041 DISPOSAL CASE NMBR	+.	
Reporting NASA Ins	DISTUSAL CASE NINDR	******	****
Contact Person: JO	ORG COST ACCT CODE oca) 544 -	- 4788
Address: MARSHALL MAIL CODE	PROG COST ACCT CODE pca_	, .	- 1151
City: MSFC*****	PREVIOUS ORG COST ACCT CODE		
This Property is s	PREVIOUS PROG COST ACCT CODE	SA Regio	on: 04
GENERAL SERVICES	·	GA	
	PRESS ENTER TO CON	TI NUE	
	OR 'C' TO C	CANCEL _	
Navi gati on:			
	715 PF16 PF17 PF18 PF19 PF20	PF21 PF22 PF23	3PF24
HELP LOPF PR	REV CNCL	CLEAR	EXIT

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

 After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system

D4110ME / ND4110 Prop Case No: 804	A I	MANAGEMENT SYSTEM OPERTY CASE ADD	03/01/01 11: 56: 11 MSXXX
	Precious Metals Ind:		
DML Code:	Artifact:	Total Acq Cost:	3258. 00
Da	ys	Begin Dates	End Dates
	ys 1_ Installation Screening:		
Screening 2	1_ NASA-Wide Screening:	10 20 1995	11 10 1995
	Other Federal Screening		
	Donation Screening	: 11 12 1995	12 03 1995
Method = Install:	C NASA-Wide: C (C=NPDMS Catal		
	· ·	<i>O</i> , , , , , , , , , , , , , , , , , , ,	3,
			_
	- PF15 PF16 PF17 PF18 PF19-		PF23PF24
	PREV	CLEAR	

INPUT DATA

• Component System Name

FSC Code input value = component system level FSC

CC input value = component system level CC

Screening Timeframes

Days

Installation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

• Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.4 Non-Controlled Component System Item Add with GSA Reporting

This process allows the user to enter Non-Controlled Component System Item Add With GSA Reporting data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

• From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

	NASA PROPERTY DI SPOSAL	. MANAGEMENT SYS	STEM	03/01/01	
ND4110MA / ND4110PA	COMPONENT SYSTEM NON-C	ONTROLLED ITEM	ADD	12: 07: 41	
	A CA			MSXXX	
		Cust Acct No:	33001		
Local Ref No:	Т	'urn-In Doc No:			
Initiators Name:		Initiators	Org Code:		
Initiators Phone: ()	NSN:	****		
Mfg's Code: Mfg'	s Name:		_ Mfg Y	ear:	
Model No:	Part No:				
Serial No:	MMA Code:	. CC: **	Cap Sen	s Code: X	
CURR QIY: *****	UNIT OF MEASURE: **	UNIT ACQ CO	JSI: *****	*****	
Stock Status Code: 5	Contr. Drong	Tog	No.		
Poi mburgoment Code:	Contr Prop: _ Grantee Prop: _	Contr/Crant	No:		
Fyc/Sale: Unclaimed I	Prop: _ Date Found:	Fair 1	Met:		
	TYPE: 0 EXP DATE:				
	nt Ind: _ Precious Metal				
	That _ Treerous weeth				
				(Y/N): N	
Navi gati on:				(=: =:, : =:	
	- PF16 PF17 PF18 PF19			PF24	
HELP LOPF PREV	CNCL	CLEAR		EXI T	

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, ZZZZZ or XXXXX. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = blank, name with matching Mfg's Code, UNKNOWN with ZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code.
- Mfg Year
- Model No
- Part No

•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N , X , Q , M or P
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Inv	input value = Y or blank
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	
•	Haz Mat Ind	
•	Precious Metals Code	

input value = \mathbf{Y} or \mathbf{N}

Print Pickup Doc

• Item Desc

More input value = Y or blank

Retain input value = Y or N

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If a \mathbf{Y} is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM O3/01/01 ND4110MA / ND4110PA OMPONENT SYSTEM NON-CONTROLLED I TEM ADD A CA Cust Acct No: 33001	
Local Ref No: Turn-In Doc No:	
Initiators Name: Initiators Org Code:	
Initiators Phone: () NSN: 7025	
Item Name: DISPLAY************************************	
Mfg's Code: Mfg's Name: Mfg Year:	
Model	
Serial ode: X	
CURR ND4110MI Please Enter Appropriation Data:	
in in the second	
Stock	
Rei mbu	
Exc/Sa Enter 'C' to Cancel:	
Mat In	
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y	
Item Desc: DISPLAY More: _	
RETAIN (Y/N): N	
Navi gati on:	
Enter- PF13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24	
HELP LOPF PREV CNCL CLEAR EXIT	

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTE	EM MM/DD/YY
ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ADD	HH:MM:SS
A CA	XXXXX
Cust Acct No: 33	3001
Local Ref No: Turn-In Doc No:	
Initiators Name: Initiators Or	g Code:
Initiators Phone:() NSN: 70	021
Item N Y2K STATUS	* * * * * * * *
Mfg's C	Mfg Year: 2001
Model Status Code: * 'Y' = Y2K Compliant	
Serial 'N' = Not Y2K Compliant	Cap Sens Code: X
CURR 'U' = Unknown Status	: 125********
Stock Certifier's	:
Reimbur Name:	:
Exc/Sal	:
Mat Inv	:
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print P	Pickup Doc: Y
Item Desc:	More: _
	RETAIN (Y/N): N
Navigation:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF2	22PF23PF24
HELP LOPF PREV CNCL CLEAR	EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPOSAL MA ND4110MB / ND4110PA COMPONENT SYSTEM ITEM A	NAGEMENT SYSTEM 03/01/01
ND4110MB / ND4110PA COMPONENT SISTEMITIEM A A CA	DD SCREEN 2 12: 25: 55 MSXXX
A CA	INDAAA
Install Name: MARSHALL SPACE FLIGHT CENTER**	
Contact Person: XXXXXXXXXXXXXXXX*************	Phone: (XXX) XXX - XXXX
Address: BLDG XXXX****************	Bl dg: XXXX***** Room
Property	Fax: (XXX) XXX - XXXX
Property Location City: HUNTSVILLE*********	State: AL Zip: XXXXX
Country:	
Report To: GSA Region: 04 or DRMD DODAAC:	Print Doc (Y/N): N
Warehouse Loc: Warehoused Da	te:
DML Code: _ Foreign Prop: _ Reclam Code: .	_ CC: A1 Artifact: _
DAYS	Begin Dates End Dates
21_ Installation Screening:	
Screening 21_ NASA-Wide Screening:	03 01 2001
Timeframes 0_ Other Federal Screening:	03 23 2001
21_ Donation Screening:	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog	
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN:	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19P	
HELP LOPF PREV CNCL	CLEAR EXIT

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
 - GSA Region input value = reporting GSA Region
 - DRMO DODAAC input value = blank

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y

ECN next case to be added, if any

Cust Acct No next case to be added, if any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DISPOSAL MAY ND4110MB / ND4110PA COMPONENT SYSTEM ITEM A	
Prop Case No: Item Id:	
Install Name: MARSHALL SPACE FLIGHT CENTER***	
Contact Person: XXXXXXXXXXXXXXX************	Phone: (XXX) XXX - XXXX
Address: BLDG XXXX*********************************	
Property	Fax: (XXX) XXX - XXXX
Location City: HUNTSVILLE******	State: AL Zip: XXXXX
**************	************
ND4110MK	
If the property is located in the following area Maryland - Prince Georges and Montgomery Coun Virginia - Prince William, Loudon, Fairfax, a Arlington Counties, and City of Al	nties only and
The GSA Region should be 'W. GSA Region	on: **
Enter 'C' To Cancel: _ ************************************	**********
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PI	
HELP LOPF PREV CNCL	CLEAR EXIT

- GSA Region
- Enter 'C' to Cancel

input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to $\bf W$ by typing over the displayed GSA Region value. If the user enters $\bf C$ to cancel, the GSA Region value remains the same.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                     05/16/02
ND4110MB / ND4110PA
                            ADD SCREEN 2
                                                     12: 24: 17
                             A CA
                                                     MSKKF
   Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Contact Person: kerrie farbman********** Phone: ( 205 ) 544 - 8394
       Fax: ( 205 ) 544 - 1836
Property
         City: HUNTSFILLE*******
                                      State: AL Zip: 35812 _
Locati on
       Country: ____
Rep +
War!
DML!
    PODI E-MAIL ADDRESS:
                                                      ! t: _
    NEAL, CANTRELL@MSFC, NASA, GOV
Scr!
Ti m +----
                 Donation Screening: 06 08 2002 06 29 2002
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
    HELP LOPF PREV CNCL CLEAR
```

- PODI E-Mail Address
- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you enter C to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

ND4110MC / ND4110PA	ASA PROPERTY DI SPOSAL MANAGEMENT SYST GSA REPORTING DATA A CA	EM 03/01/01 12: 26: 34 MSXXX		
Local Ref No:	Turn-In Doc No:			
Appropriation Data: TEST1				
	c/Sale: _ Unclaimed Prop: Fair Mk			
Reporting NASA Installation	on Name: MARSHALL SPACE FLIGHT CENTER	******		
	XXXXXX************* Phone: (XXX			
Address: MARSHALL SPACE FI MAIL CODE XXXX		X) XXX - XXXX		
	**** State: AL Zip: XXXXX	<u> </u>		
This Property is scheduled to be reported on 03 23 2001 to GSA Region: 04 GENERAL SERVICES ADMINISTRATION ATLANTA GA				
Navi gati on:				

 Appropriation D 	ata
-------------------------------------	-----

Reimbursement Code

• Exc/Sale input value = **Y** or **blank**

Fair Mkt

Reporting NASA Installation Name input value = your center name

Contact Person

- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been entered,
 press <Enter>. The system continues to validate each data field until all data passes the
 edit checks. When Contact Person has been changed, the following pop-up window is
 displayed:

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                    05/16/02
ND4110MC / ND4110PA
                         GSA REPORTING DATA
                                                    12: 24: 53
                                                    MSKKF
                            A CA
Local Ref No:
                                 Turn-In Doc No:
Address: MARSHALL SPACE FLIGHT CENTER**
                                     Fax: ( 205 ) 544 - 1151
     POC E-MAIL ADDRESS:
Thi!
GE! KERRI E. FARBMAN@MSFC. NASA. GOV
   +-----+
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
    HELP LOPF PREV
                      CNCL
                                        CLEAR
                                                     EXI T
```

- POC E-Mail Address
- Press <Enter>. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

ND4110MC / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT GSA REPORTING DATA A CA	T SYSTEM	03/25/99 14: 48: 18 MSXXX	
Local Ref No:				
Appropriation Data	EQUIP ECN F000041			
Reimbursement Code	DI SPOSAL CASE NMBR	t:		
Reporting NASA Ins		*****	****	
Contact Person: J0	ORG COST ACCT CODE oca_) 544	- 4788	
Address: MARSHALL	PROG COST ACCT CODE pca_) 544	- 1151	
MAIL CODE				
City: MSFC*****	PREVIOUS ORG COST ACCT CODE			
	PREVIOUS PROG COST ACCT CODE			
This Property is s		SA Regi		
GENERAL SERVICES	DDECC EMPED TO COMPLIMIT	GA	l	
	PRESS ENTER TO CONTINUI			
	OR 'C' TO CANCEI	_		
Navi gati on:				
0 0 0 0 0	F15 PF16 PF17 PF18 PF19 PF20 PF2		23 PF24	
HELP LOPF PI	REV CNCL CLI	EAR	EXIT	

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel
- input value = C or blank
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110ME / ND4110PA COMPONENT SYSTEM PROPERTY CASE ADD 11: 56: 11 MSXXX A T Prop Case No: 804101 5335C242 Haz Mat Ind: Precious Metals Ind: Total Number of Components: 3 DML Code: Artifact: Total Acq Cost: 3258.00 Component System Information -Days Begin Dates End Dates 21_ Installation Screening: 10 20 1995 11 10 1995 NASA-Wi de Screeni ng: Screeni ng 21_ 10 20 1995 11 10 1995 Other Federal Screening: 0__ 11 11 1995 11 11 1995 Timeframes 21_ Donation Screening: 11 12 1995 12 03 1995

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only) Navi gati on: Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---HELP LOPF PREV CLEAR

INPUT DATA

Component System Name

FSC Code input value = component system level

FSC

• CC input value = component system level

CC

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.5 Controlled Add With DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Controlled Add With DRMO Transfer function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, enter the ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
 Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
 from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match
 on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA)
 displays the extracted NEMS and Center default data, and places the cursor at the first input
 field.

ND4110MA / ND4110PA	A CA	14: 16: 32 MSXXX
	Cust Acct No: 1502	
	Turn-In Doc No:	
Initiators Name:	Initiators Org	Code: XXXX_
Initiators Phone: () STD: () NSN: 5975	·
	RI CAL EQUI PMENT******************	
	s Name: ZERO CORP ZERO SOUTH DIV	Mfg Year: 1989
Seri al CURR ND4110MI	Please Enter Appropriation Data:	ode: Q *****
Stock		
Rei mbu		
Exc/Sa	Enter 'C' to Cancel: _	
Haz Mat Code: Haz Ma	t Ind: _ Precious Metals Code: A Print Pic	ekup Doc: Y
Item Desc:		More: _
		RETAIN (Y/N): N
Navi gati on:		
Enter-PF13PF14PF15-	- PF16 PF17 PF18 PF19 PF20 PF21 PF22-	- PF23 PF24
HELP LOPF PREV	CNCL CLEAR	EXIT

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name

- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = valid code, **ZZZZZ** or

If using Z or X see

corresponding entry for Mfg's Name.

• Mfg's Name input values = name with matching

Mfg's Code, **UNKNOWN** with **ZZZZZZ**Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code

- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Unit Acq Cost

Stock Status Code input values = 1 for Store Stock, 2 for

Program Stock, 3 for Stand-By-Stock, 4 for Capitalized

Equipment, **5** for all other property

Contr Prop input value = Y or blank

Tag No

Reimbursement Code

Grantee Prop input value = Y or blank

Contr/Grant No

• Exc/Sale input value = **Y** or **blank**

Unclaimed Prop input value = Y or blank

• Date Found input format = MM/DD/YYYY

Fair Mkt

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If a 'Y' is entered in the More field, NPDMS displays a pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

PROP	ITEM 1				1
ESC					2
					3
					4 5
					6
ЕСН					
EADERS					
					
	=				
ECH					
ESC					0
					4
					6
				PF21PF22PF23	3 PF24
HE	LP LOPF	CNCL	PGUP PGDN	INSRT	

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	03/01/01
ND4110MA / ND4110PA	CONTROLLED PROPERTY ADD	14: 24: 27
	A CA	MSXXX
	Cust Acct No: 150	20 ECN: G080119
Local Ref No:	Turn-In Doc No:	
Initiators Name:	Initiators Org	Code: XXXX_
Initiators Phone: () STD: () NSN: 597	5
Item Name: RACK, ELECT	RI CAL EQUI PMENT*****************	*****
Mfg's Code: 23481 Mfg': Model	s Name: ZERO CORP ZERO SOUTH DIV	Mfg Year: XXXX
Seri al		ode: Q
CURR ND4110MI	Please Enter Appropriation Data:	****
Stock		
Reimbu		
Exc/Sa	Enter 'C' to Cancel: _	
		
	t Ind: _ Precious Metals Code: A Print Pi	•
Item Desc:		
		RETAIN (Y/N): N
	- PF16 PF17 PF18 PF19 PF20 PF21 PF22	
HELP LOPF PREV	CNCL CLEAR	EXIT

- Appropriation Data
- Enter 'C' to Cancel

input value = C or blank

• Press <**ENTER**>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the CONTROLLED PROPERTY ADD (ND4110MA).

4110 /	·-	PROPERTY DISPOSAL M	-	- , ,
ND4110MA /	ND4110PA	CONTROLLED PROPE	RTY ADD	HH:MM:SS
		A CA		XXXXX
		C	ust Acct No:	02022 ECN: G000101
Local Ref	No:	Tur	n-In Doc No:	
		STD:		
Item N		Y2K STATUS		* * * * * * * *
Mfg's C				Mfg Year: 2001
Model	Status Code: y	'Y' = Y2K Complian	t	
Serial		'N' = Not Y2K Comp	liant	Cap Sens Code: X
CURR		'U' = Unknown Stat	us	: 1522.00*****
Stock	Certifier's			:
Reimbur	Name:			:
Exc/Sal				:
Haz Mat Co	de: Haz Mat Ind	_ Precious Metals	Code: A Prin	t Pickup Doc: Y
Item Desc:				More: _
				RETAIN (Y/N): N
Navigation	:			
Enter-PF13	PF14PF15PF16-	-PF17PF18PF19	PF20PF21	PF22PF23PF24
HELP	LOPF PREV	CNCL	CLEAR	EXIT

• Status Code Input value = Y, N, or U

Certifier's Name

 Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPOSAL M	ANAGEMENT SYSTEM 03/01/01
ND4110MB / ND4110PA ADD SCREEN	
A CA	MSXXX
n on	III/IIIII
Install Name: MARSHALL SPACE FLIGHT CENTER*	******
Contact Person: XXXXXXXXXXXXXXXX***********	* Phone: (XXX) XXX - XXXX
Address: BLDG XXXX**************	* Bldg: XXXX***** Room: XXXXX
Property	_ Fax: (XXX) XXX - XXXX
Property Location City: HUNTSVILLE***********************************	State: AL Zip: XXXXX
Country:	· -
Report To: GSA Region: 04 or DRMD DODAAC:	Print Doc (Y/N): N
Warehouse Loc: Warehoused D	
DML Code: _ Foreign Prop: _ Reclam Code:	_ CC: A1 Artifact: _
DAYS 21_ Installation Screening:	Begin Dates End Dates
21_ Installation Screening:	03 01 2001
Screening 21_ NASA-Wide Screening:	03 01 2001
Timeframes 21_ Other Federal Screening:	03 23 2001 04 13 2001
21_ Donati on Screening:	04 14 2001 05 05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog	g, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN:	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19	PF20 PF21 PF22 PF23 PF24
HELP LOPF PREV	

INPUT DATA

• Install Name input value = your center name

Contact Person

Phone

Address (line 1)

Bldg

Room

Address (line 2)

Fax

- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

DRMO DODAAC transferring DRMO DODAAC

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

• Reclam Code input values = Y, R, or N

• CC

• Artifact input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

- Days
- NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = N

• ECN input value = next case to be added, if

any

Cust Acct No input value = next case to be added, if

any

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

	NASA PROPERTY DI SPOSAL MANA		05/16/02
ND4110MB / ND4110PA	A ADD SCREEN 2		12: 24: 17
	A CA		MSKKF
Install Name:	MARSHALL SPACE FLIGHT CENTER***	*****	
	kerrie farbman***********		
Address:	BLDG 4201***************	Bl dg: 8025***** Ro	oom
Property		Fax: (205) 544 -	1836
Location City:	HUNTSFI LLE*******	State: AL Zip: 3581	2
		•	
Rep +			+
War!			!
DML! PODI E-MAIL	ADDRESS:		! t: _
!			!
! NEAL. CANTRE	LL@MSFC. NASA. GOV		! 2
Scr!			! 2
			+ 2
	Donation Screening: 0		
	C NASA-Wide: C (C=NPDMS Catalog,		
ADDITIONAL COMPONE	NT ITEMS (Y/N): N ECN:	CUST ACCT NO: _	
Navi gati on:			
	PF15 PF16 PF17 PF18 PF19 PF	20 PF21 PF22 PF23	3 PF24
HELP LOPF	PREV CNCL	CLEAR	EXIT

PODI E-Mail Address

NPDMS displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                                  03/01/01
ND4110MD / ND4110PA
                                   DRMO DATA
                                                                  14: 32: 18
                                                                  MSXXX
Local Ref No:
                                         Turn-In Doc No:
Appropriation Data:
Reimbursement Code:
                     Exc/Sal e:
                                 Unclaimed Prop:
                                                  Fair Mkt:
This property is scheduled to be reported on
                                                      to DoDAAC:
Ship from Fedstrip ACC:
                                          Supplementary Address:
Document Identifier Code: TID \, ADPE Identification: _ Physical Security: * Disposal Authority Code: * Mark For: _ \,
Additional Data Code: Shipping: __ DRMD Receiving:
```

ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M or R

Mark For input value = HM or HW

Additional Data Code

— Shipping

DRMO Receiving

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.6 Non-Controlled Add with DRMO Transfer

This process allows the user to enter single case Non-Controlled Add With DRMO Transfer data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

 From the TRANSACTION MENU (ND5000MA), type 1 at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ADD 14: 37: 03 A CA MSXXX	
Cust Acct No: 16230 ECN: G080140	
Local Ref No: Turn-In Doc No:	
Initiators Name: Initiators Org Code: XXXX_	
Initiators Phone: () - STD: () NSN: 6530	
Item Name: WHEELCHAIR, MOTORIZED CART************************************	
Mfg's Code: 21123 Mfg's Name: EVEREST AND JENNINGS INC Mfg Year: 1988	
Model No: MOBIE-L-B Part No:	
Model No: MOBIE-L-B	
CURR QTY: 1**** UNIT OF MEASURE: EA UNIT ACQ COST: 1157.00*****	
Stock Status Code: 5 Contr Prop: _ Tag No: Reimbursement Code: _ Grantee Prop: _ Contr/Grant No:	
Reimbursement Code: _ Grantee Prop: _ Contr/Grant No:	
Exc/Sale: _ Unclaimed Prop: _ Date Found: Fair Mkt:	
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y	
Item Desc: More: _	
RETAIN (Y/N): N	
Navi gati on:	
Enter- PF13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24	
HELP LOPF PREV CNCL CLEAR EXIT	

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

corresponding entry for Mfg's Name.

Mfg's Name input values = blank, name with

matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's

Code

- Mfg Year
- Model No
- Part No

•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N, X, Q, M or P
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Inv	input value = Y or blank
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	
•	Haz Mat Ind	
•	Precious Metals Code	

input value = \mathbf{Y} or \mathbf{N}

Print Pickup Doc

- Item Desc
- More input value = Y or blank
- Retain input value = **Y** or **N** (Default = N)
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

4110MN	I TEM DESCRI PTI ON	
ROP	ITEM 1	1
ESC		2
		3
		4
		5 6
		U
CH		
ERS		
СН		1
л SC		
30		
		4
	13 PF14- PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23-	- PF24
HE	LP LOPF CNCL PGUP PGDN I NSRT	

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	03/01/01			
ND4110MA / ND4110PA	NON-CONTROLLED PROPERTY ADD	14: 45: 56			
	A CA	MSXXX			
	Cust Acct No: 1623	0 ECN: G080140			
Local Ref No:	Turn-In Doc No:				
Initiators Name:	Initiators Org	Code: XXXX			
Initiators Phone: (_) STD: () NSN: 6530				
Item Name: WHEELCHAII	R, MOTORIZED CART*******************	*****			
Mfg's Code: 21123 Mfg Model	g's Name: EVEREST AND JENNINGS INC	Mfg Year: 1988			
Seri al		ode: Q			
CURR ND4110MI	Please Enter Appropriation Data:	****			
Stock					
Rei mbu					
Exc/Sa	Enter 'C' to Cancel: _				
Haz Mat Code: Haz !	Mat Ind: _ Precious Metals Code: A Print Pic	kup Doc: Y			
Item Desc:		More: _			
RETAIN (Y/N): N					
Navi gati on:					
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24					
HELP LOPF PREV CNCL CLEAR EXIT					

- Additional Item Description.
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <**ENTER**>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA	PROPERTY DISPOSAL MANAGEMENT	SYSTEM	MM/DD/YY
ND4110MA / ND4110PA	NON-CONTROLLED PROPERTY ADD)	HH:MM:SS
	A CA		XXXXX
	Cust Acct	No: 33001	
Local Ref No:	Turn-In Doc	No:	
Initiators Name:	Initiat	ors Org Code:	
<pre>Initiators Phone:()</pre>		ISN: 7021	
Item N	Y2K STATUS	*****	**
Mfg's C		Mfg Y	ear: 2001
Model Status Code: *	'Y' = Y2K Compliant		
Serial	'N' = Not Y2K Compliant	Cap Ser	ıs Code: X
CURR	'U' = Unknown Status	: 125**	*****
Stock Certifier's		:	
Reimbur Name:		:	
Exc/Sal			
Mat Inv		:	
Haz Mat Code: Haz Mat Ind	: _ Precious Metals Code: A F	rint Pickup I	oc: Y
Item Desc:			More: _
		RETAIN	I (Y/N): N
Navigation:			
Enter-PF13PF14PF15PF16	PF17PF18PF19PF20PF2	1PF22PF23	3PF24
HELP LOPF PREV	CNCL CLE	AR	EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA ADD SCREEN	MANAGEMENT SYSTEM 03/01/01 2 14: 49: 46
A CA	MSXXX
A	
Install Name: MARSHALL SPACE FLIGHT CENTER*	
Contact Person: XXXXXXXXXXXXX************************	* Phone: (XXX) XXX - XXXX
Address: BLDG XXXX***************	* Bldg: XXXX****** Room: XXXXX
Property Location City: HUNTSVILLE********	_ Fax: (XXX) XXX - XXXX
Location City: HUNISVILLE********	State: AL Zip: XXXXX
Country:	
Report To: GSA Region: 04 or DRMD DODAAC:	Print Doc (Y/N): N
Warehouse Loc: Warehoused D	late:
DML Code: _ Foreign Prop: _ Reclam Code:	_ CC: A1 Artifact: _
DAYS	Begin Dates End Dates
21_ Installation Screening:	
Screening 21_ NASA-Wide Screening:	
Timeframes 21_ Other Federal Screening:	
21_ Donation Screening:	
Method = Install: C NASA-Wide: C (C=NPDMS Catalo	
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN:	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19	
HELP LOPF PREV CNCL	CLEAR EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

DRMO DODAAC input value = transferring DRMO DODAAC

• Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

• Artifact input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

ECN input value = next case to be added, if

any

Cust Acct No input value = next case to be added, if

any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
the cursor placed at the first field in error. After the corrected data has been entered, press
<Enter>. The system continues to validate each data field until all data passes the edit
checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                          05/16/02
ND4110MB / ND4110PA
                               ADD SCREEN 2
                                                          12: 24: 17
                                A CA
                                                          MSKKF
   Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Contact Person: kerrie farbman********** Phone: ( 205 ) 544 - 8394
       Fax: ( 205 ) 544 - 1836
Property
          City: HUNTSFILLE*******
                                         State: AL Zip: 35812 __
Locati on
        Country:
Rep +------
War!
DML! PODI E-MAIL ADDRESS:
                                                           ! t: _
   ! NEAL. CANTRELL@MSFC. NASA. GOV
                                                           ! 2
Scr!
Tim +----
21_ Donation Screening: 06 08 2002 06 29 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
    HELP LOPF PREV CNCL CLEAR
```

INPUT DATA

PODI E-Mail Address

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                                     03/01/01
ND4110MD / ND4110PA
                                     DRMO DATA
                                                                     14: 32: 18
                                                                     MSXXX
Local Ref No:
                                            Turn-In Doc No:
Appropriation Data:
                      Exc/Sal e:
                                   Unclaimed Prop: Fair Mkt:
Reimbursement Code:
This property is scheduled to be reported on
                                                       to DoDAAC:
Ship from Fedstrip ACC:
                                            Supplementary Address:
Document Identifier Code: TID ADPE Identification: _ Physical Security: *
Disposal Authority Code: * Mark For: _
Additional Data Code: Shipping: __ DRMD Receiving: __
Navi gati on:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     HELP LOPF
```

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0,

or **blank**

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M, or R

Mark For input value = HM or HW

Additional Data Code

Shipping

DRMO Receiving

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.7 Controlled Component System Item Add with DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add With DRMO Transfer function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, enter the ECN and optionally the Cust Acct No to access the COMPONENT SYSTEM CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
 Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
 from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match

on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

noia.					
	NASA PROPERTY DI SPOSAL	MANAGEMENT SYSTEM	03/01/01		
ND4110MA / ND4110PA	COMPONENT SYSTEM CON	TROLLED ITEM ADD	15: 09: 16		
	A CA		MSXXX		
Prop Case No:	Item ID	Cust Acct No: 3300	1 ECN:		
Local Ref No:	Tu	rn-In Doc No:			
Initiators Name:		Initiators Org Co	de:		
Initiators Phone: ()	NSN: **** _			
Item Name: *******	****************	*******	****		
Mfg's Code: Mfg	g's Name:	Mf	g Year:		
Model No:	Part No:				
Serial No:	MMA Code:	CC: ** Cap	Sens Code: X		
CURR QTY: *****	UNIT OF MEASURE: **	UNIT ACQ COST: **	******		
Stock Status Code: 5	Contr Prop: _	Tag No:			
Reimbursement Code: _ Grantee Prop: _ Contr/Grant No:					
Exc/Sale: _ Unclaimed Prop: _ Date Found: Fair Mkt:					
Mat Inv: _ SHELF LIFE TYPE: 0					
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y					
Item Desc: More: _					
		REI	AIN (Y/N): N		
Navi gati on:					
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24					
HELP LOPF PREV	/ CNCL	CLEAR	EXIT		
ĺ					

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

	IDAIA	
•	Local Ref No	
•	Turn-in Doc No	input value = your document number
•	Initiators Name	
•	Initiators Org Code	
•	Initiators Phone	
•	NSN	
•	Item Name	
•	Mfg's Code	input values = valid code, ZZZZZ or XXXXX . If using Z or X see corresponding entry for Mfg's Name.
•	Mfg's Name	input values = name with matching Mfg's Code, UNKNOWN with ZZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code
•	Mfg Year	
•	Model No	
•	Part No	
•	Serial No	
•	MMA Code	
•	CC	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank

Contr/Grant No

Exc/Sale input value = Y or blank

• Unclaimed Prop input value = Y or blank

Date Found input format = MM/DD/YYYY

- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = Y or N
- Item Desc
- More input value = Y or blank
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.

If a 'Y' is entered in the More field, NPDMS displays pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

10MN	I TEM DESCRI PTI ON	
)P	ITEM 1	1
SC		2
		3 4
		5
		6
H		
DERS		
H		
SC		
	13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 LP LOPF CNCL PGUP PGDN INSRT	PF24
HE	LP LOPF CNCL PGUP PGDN INSRT	

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMEN COMPONENT SYSTEM CONTROLLED I' A CA				
	Cust Acct	No: 33001			
	Turn-In Doc				
Initiators Name:	Initia	tors Org Code:			
Initiators Phone: (NSN: 7021			
Model	g's Name:	_			
Seri al		ode: X			
CURR ND4110MI	Please Enter Appropriation Data:	****			
Stock					
Rei mbu					
Exc/Sa	Enter 'C' to Cancel: _				
Mat In					
	Mat Ind: _ Precious Metals Code: A 1				
Item Desc: TEST					
		RETAIN (Y/N): N			
Navi gati on:					
Enter- PF13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24					
HELP LOPF PRE	V CNCL CL	EAR EXIT			

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DI SPOSAL MA	NAGEMENT SYSTEM 03/01/01				
ND4110MB / ND4110PA ADD SCREEN	2 12: 26: 45				
A CA	MSXXX				
Install Name: MARSHALL SPACE FLIGHT CENTER**	******				
Contact Person: XXXXXXXXXXXXXXX************					
Address: BLDG XXXX****************	Bl dg: 8025***** Room:				
Property Location City: HUNTSVILLE********	Fax: (XXX) XXX - XXXX				
Location City: HUNTSVILLE*******	State: AL Zip: XXXXX				
Country:					
Report To: GSA Region: 04 or DRMO DODAAC:	Print Doc (Y/N): N				
Warehouse Loc: Warehoused Da	te:				
DML Code: _ Foreign Prop: _ Reclam Code: .	_ CC: A1 Artifact: _				
DAYS	Begin Dates End Dates				
21_ Installation Screening: Screening 21_ NASA-Wide Screening:	03 01 2001				
Screening 21_ NASA-Wide Screening:	03 01 2001				
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:					
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24					
HELP LOPF PREV CNCL	CLEAR EXIT				
Timeframes 0_ Other Federal Screening: 21_ Donation Screening: Method = Install: C NASA-Wide: C (C=NPDMS Catalog ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: Navigation:	03 23 2001 03 23 2001 03 24 2001 04 14 2001 ;, F=Fax, L=Local, N=NEMS Only) CUST ACCT NO:				

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

DRMO DODAAC input value = transferring DRMO DODAAC

Print Doc input values = Y or N

Warehouse Loc

• Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y

• ECN input value = next case to be

added, if any

Cust Acct No input value = next case to be

added, if any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

ND4110MB / ND4110PA	NASA PROPERTY DI SPOSAL MAN ADD SCREEN 2 A CA		05/16/02 12: 24: 17 MSKKF
Install Name: M	ARSHALL SPACE FLIGHT CENTER***	******	
	errie farbman***********		
Address: Bl	LDG 4201***************	Bl dg: 8025***** Ro	om
Property	UNTSFI LLE*******	Fax: (205) 544 -	1836
Location City: H	UNTSFI LLE********	State: AL Zip: 3581	2
Rep + War !			+ !
DML! PODI E-MAIL AI	nnpecc.		: ! t:
I TODI E MATE A	DDML33.		
. NEAL. CANTRELL®	@MSFC, NASA, GOV		! 2
Scr!			! 2
Tim +			+ 2
21_	Donation Screening: 0	6 08 2002 06 29	2002
Method = Install: C I	NASA-Wide: C (C=NPDMS Catalog,	F=Fax, L=Local, N=N	EMS Only)
	ITEMS (Y/N): N ECN:		
	15 PF16 PF17 PF18 PF19 PF		
HELP LOPF PRI	EV CNCL	CLEAR	EXIT

INPUT DATA

- PODI E-Mail Address
- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.

If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM DRMO DATA		03/01/01 14: 32: 18 MSXXX	
Local Ref No:	Turn- I n	Doc No:		
Appropriation Data: Reimbursement Code:	Exc/Sale: Unclaimed Prop:	Fair Mkt:		
This property is scheen	duled to be reported on	to DoDAAC:		
Ship from Fedstrip ACC: Supplementary Address:				
Document Identifier Code: TID ADPE Identification: _ Physical Security: * Disposal Authority Code: * Mark For: _ Additional Data Code: Shipping: _ DRMO Receiving: _ Navigation: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 HELP LOPF				

INPUT DATA

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7,

8, 9, 0, or blank

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M or R

• Mark For input value = **HM** or **HW**

Additional Data Code

- Shipping
- DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110ME / ND4110PA COMPONENT SYSTEM PROPERTY CASE ADD 11: 56: 11 MSXXX A T Prop Case No: 804101 5335C242 Haz Mat Ind: Precious Metals Ind: Total Number of Components: 3 DML Code: Artifact: Total Acq Cost: 3258.00 Component System Information -Days Begin Dates End Dates 21_ Installation Screening: 10 20 1995 11 10 1995 NASA-Wi de Screeni ng: Screeni ng 21_ 10 20 1995 11 10 1995 0__ Other Federal Screening: 11 11 1995 11 11 1995 Timeframes 21_ Donation Screening: 11 12 1995 12 03 1995

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only) Navi gati on: Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---HELP LOPF PREV CLEAR

INPUT DATA

Component System Name

FSC Code input value = component system level

FSC

• CC input value = component system

level CC

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.8 Non-Controlled Component System Item Add with DRMO Transfer

This process allows the user to enter Component System Item Non-Controlled Add With DRMO Transfer data.

From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

	NASA PROPERTY DI SPOSAL		
ND4110MA / ND4110PA	COMPONENT SYSTEM NO	N-CONTROLLED ITEM ADD	15: 09: 16
	A CA		MSXXX
Prop Case No:	Item ID	Cust Acct No: 3300	1 ECN:
Local Ref No:	To		
Initiators Phone: ()	NSN: **** _	
Item Name: ********	**********	*******	****
Mfg's Code: Mfg	s Name:	Mf	g Year:
Model No:	Part No: MMA Code:		
Serial No:	MMA Code:	CC: ** Cap	Sens Code: X
CURR QTY: *****	UNIT OF MEASURE: **	UNIT ACQ COST: **	*******
Stock Status Code: 5	Contr Prop: _	Tag No:	
Reimbursement Code: _	Contr Prop: _ Grantee Prop: _	Contr/Grant No:	
Exc/Sale: _ Unclaimed 1	Prop: _ Date Found:	Fair Mkt:	
Mat Inv: _ SHELF LIFE '	TYPE: 0 EXP DATE:	EXT_DATE:	
Haz Mat Code: Haz M	at Ind: _ Precious Metal:	s Code: A Print Picku	p Doc: Y
Item Desc:		·	More: _
		RET	AIN (Y/N): N
Navi gati on:			
Enter-PF13PF14PF15	PF16 PF17 PF18 PF19-	PF20 PF21 PF22 P	F23 PF24
HELP LOPF PREV	CNCL	CLEAR	EXIT

INPUT DATA

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, **ZZZZZ**

or **XXXXX**. If using Z or X see corresponding entry for

Mfg's Name.

Mfg's Name input values = blank, name with

matching Mfg's Code, UNKNOWN with ZZZZZZ Mfg's

Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's

Code

Mfg Year

•	Model No	
•	Part No	
•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N, X, Q, M or P
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Inv	input value = Y or blank
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	
•	Haz Mat Ind	
•	Precious Metals Code	

- Print Pickup Doc input value = Y or N
- Item Desc
- More input value = **Y** or **blank**
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN	I TEM DESCRI PTI ON	
PROP	ITEM 1	1
DESC		2
		3
		4 5
		6
TECH		
HEADERS		
TECH		
DESC		
		~
		C
Enton DE	 13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23	DE94
	.P LOPF CNCL PGUP PGDN INSRT	PF24
1112	A LOTT CHOL TUDY THERE	

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

MSXXX rop Case No:		NASA PROPERT	Y DISPOSAL MANAGEMENT SY	STEM 03/01/0	01
rop Case No:	ND4110MA / ND4110	PA COMPONENT SY	STEM NON-CONTROLLED ITEM		00
Turn-In Doc No: Turn-In Doc No: Initiators Name: Initiators Org Code: XXXX_ Initiators Phone: () STD: () NSN: XXXX Item Name: WHEELCHAIR, MOTORIZED CART************************************		_			
Initiators Name:	Prop Case No:	Iten	No: Cust Acct No:	16230 ECN: G08014	40
nitiators Phone: (ocal Ref No:		Turn-In Doc No:	0 0 1 1000	_
Item Name: WHEELCHAIR, MOTORIZED CART************************************	Initiators Name:	,	Initiators	Org Code: XXXX_	
Mfg's Code: XXXXX Mfg's Name: EVEREST AND JENNINGS INC Mfg Year: XX Model erial CURR ND4110MI Please Enter Appropriation Data: Stock einbu kxc/Sa Enter 'C' to Cancel: az Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y	nitiators Phone:	()	SID: () NSN:	XXXX	
Model erial CURR ND4110MI Please Enter Appropriation Data: **** Stock eimbu kxc/Sa Enter 'C' to Cancel: az Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y					3737
erial CURR ND4110MI Please Enter Appropriation Data: Stock deimbu kxc/Sa Enter 'C' to Cancel: az Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y		Mrg s Name: Eveke	SI AND JENNINGS INC	_ mrg rear: AAA	λλ
CURR ND4110MI Please Enter Appropriation Data: **** Stock einbu kxc/Sa Enter 'C' to Cancel:				odo:	Λ
Stock eimbu kxc/Sa Enter 'C' to Cancel:		Plassa Entar	Appropriation Data:	****	
einbu kxc/Sa Enter 'C' to Cancel:	COLK ND4110M	Trease Enter	Appropriación baca.		
einbu kxc/Sa Enter 'C' to Cancel:	Stock				
xc/Sa Enter 'C' to Cancel:	Reimbu				_
az Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y	Exc/Sa	Enter '(to Cancel:		
					_
tem Desc: More:	laz Mat Code:	Haz Mat Ind: _ Pred	cious Metals Code: A Print	Pickup Doc: Y	
	tem Desc:			More:	_
				RETAIN (Y/N):	N
avigation:					
inter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24-	Enter-PF13PF14-	- PF15 PF16 PF17	PF18PF19PF20PF21	PF22 PF23 PF24	
LP LOPF PREV CNCL CLEAR EXIT	ELP LOPF PREV	CNCL	CLEAR	EXIT	

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = C or blank
- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYS	STEM MM/DD/YY		
ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ADD	HH:MM:SS		
A CA	XXXXX		
Cust Acct No:	33001		
Local Ref No: Turn-In Doc No:			
Initiators Name: Initiators			
	7021		
Item N Y2K STATUS	* * * * * * *		
Mfg's C	Mfg Year: 2001		
Model Status Code: * 'Y' = Y2K Compliant			
Serial 'N' = Not Y2K Compliant	Cap Sens Code: X		
CURR 'U' = Unknown Status	: 125*******		
Stock Certifier's	:		
Reimbur Name:	:		
Exc/Sal	:		
Mat Inv	:		
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y			
Item Desc:			
	RETAIN (Y/N): N		
Navigation:			
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21I	PF22PF23PF24		
HELP LOPF PREV CNCL CLEAR	EXIT		

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM I TEM ADD SCREEN 2	03/01/01 12: 26: 45 MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER********	
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	- XXXX
Address: BLDG XXXX*************** Bl dg: XXXX***** Rd	oom
Property Fax: (XXX) XXX -	- XXXX
Property Location City: HUNTSVILLE******** State: AL Zip: XXX	XX
Country:	
Report To: GSA Region: 04 or DRMO DODAAC: Print Doc (Y/N):	: N
Warehouse Loc: Warehoused Date:	
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1 Are	
DAYS Begin Dates End 1	
21_ Installation Screening: 03 01 2001 03 2	
Screening 21_ NASA-Wide Screening: 03 01 2001 03 2	2 2001
Timeframes 0_ Other Federal Screening: 03 23 2001 03 23	3 2001
21_ Donati on Screening: 03 24 2001 04 14	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=1	
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:	
Navi gati on: Enter- PF13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF2:	
HELP LOPF PREV CNCL CLEAR	EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

DRMO DODAAC input value = transferring DRMO DODAAC

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y.

• ECN input value = next case to be

added, if any

Cust Acct No input value = next case to be

added, if any

 NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

ND4110MB / ND4110PA	NASA PROPERTY DI SPOSAL MAN ADD SCREEN 2 A CA		05/16/02 12: 24: 17 MSKKF
Install Name: MARSH	HALL SPACE FLIGHT CENTER***	*****	
	e farbman***********		
Address: BLDG	4201*************	Bl dg: 8025***** Ro	oom
Property		Fax: (205) 544 - State: AL Zip: 3581	1836
Location City: HUNTS	SFI LLE********	State: AL Zip: 3581	2
Country:			
			+
War!			!
DML ! PODI E-MAIL ADDRE	SS:		! t: _
!	TO MAGA GOV		!
! NEAL. CANTRELL@MSF	C. NASA. GUV		! 2
Scr!			! 2
'			· -
	Donation Screening: 0		
	A-Wide: C (C=NPDMS Catalog,		
	EMS (Y/N): N ECN:	_ CUST ACCT NO: _	
Navi gati on:		90 DE91 DE99 DE99	DE94
HELP LOPF PREV	PF16PF17PF18PF19PF	20 PF21 PF22 PF23 CLEAR	SPF24 EXIT
TELP LUPP PREV	CNCL	CLEAR	EAI I

INPUT DATA

- PODI E-Mail Address
- Press <Enter>. Depending on the previous data entries, NPDMS then displays one of the following screens:
 - If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
 - If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
 - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM DRMO DATA		03/01/01 14: 32: 18 MSXXX
Local Ref No:	Turn- I	n Doc No:	
Appropriation Data: Reimbursement Code:	Exc/Sale: Unclaimed Prop:	Fair Mkt:	
This property is sche	eduled to be reported on	to DoDAAC:	
Ship from Fedstrip ACC: Supplementary Address:			
Document Identifier Code: TID ADPE Identification: _ Physical Security: * Disposal Authority Code: * Mark For: _ Additional Data Code: Shipping: _ DRMD Receiving: Navigation:			
HELP LOPF			

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0,

or **blank**

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M, or R

• Mark For input value = **HM** or **HW**

- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

ND4110ME / ND4110PA Prop Case No:	NASA PROPERTY DI SPOSAL M COMPONENT SYSTEM PROPI		03/01/01 14: 52: 04 MSXXX
		Total Number of C Total Acq Cost:	omponents:
Component System Info Component System Na	ormation - ume: ************************************	****** FSC Code:	**** CC: **
Days 0	Installation Screening:	Begin Dates ** ** ***	End Dates ** ** ****
Screening 0	NASA-Wide Screening:	** ** ***	** ** ****
Timeframes 0	Other Federal Screening	** ** ****	** ** ****
0	Donati on Screeni ng:	** ** ***	** ** ***
Method = Install: * N	ASA-Wide: * (C=NPDMS Catalo	og, F=Fax, L=Local	, N=NEMS Only)
N		—	
			DE11 DE19
THICKLILL LIVIIV	.v	110110-	EXIT
Enter-PF1PF2PF3	8 PF4 PF5 PF6 PF7 N	PF8PF9PF10-	

Component System Name

• FSC Code input value = component system

level FSC

• CC input value = component system

level CC

Screening Timeframes

Days

Installation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.9 Component System Item Add To Existing Component System

This Add process allows the user to Add an item to an established component system.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter an existing Component System Prop Case No and Press **<Enter>**. This brings up ND4110MA screen with Prop Case No and Next Item Id (assigned by the system).
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
- 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
- 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
- 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)
- 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to add another component item:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                                  03/01/01
ND4110MB / ND4110PA
                       COMPONENT SYSTEM ITEM ADD SCREEN 2
                                                                  12: 26: 45
                                                                  MSXXX
Property Case No:
                               Item Id:
     Install Name: MARSHALL SPACE FLIGHT CENTER**********
   Address: BLDG XXXX**************
                                               Bl dg: XXXX***** Room
Property
                                                 Fax: ( XXX ) XXX - XXXX
            City: HUNTSVILLE*******
                                               State: AL Zip: XXXXX _
Locati on
         Country:
Report To: GSA Region: 04 or DRMD DODAAC:
                                                  Print Doc (Y/N): N
                                 Warehoused Date:
Warehouse Loc:
                                                    CC: A1
DML Code: _
              Foreign Prop: _
                                 Reclam Code:
                                                              Artifact: _
              DAYS
                                             Begin Dates
                                                            End Dates
              21_
                      Installation Screening:
                                             03 01 2001
                                                            03 22 2001
Screeni ng
              21_
                        NASA-Wi de Screeni ng:
                                             03 01 2001
                                                            03 22 2001
Timeframes
              0___
                     Other Federal Screening:
                                             03 23 2001
                                                            03 23 2001
                         Donation Screening: 03 24 2001
                                                            04 14 2001
              21
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N
                                   ECN:
                                                   CUST ACCT NO:
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP LOPF PREV
                           CNCL
                                                  CLEAR
```

INPUT DATA

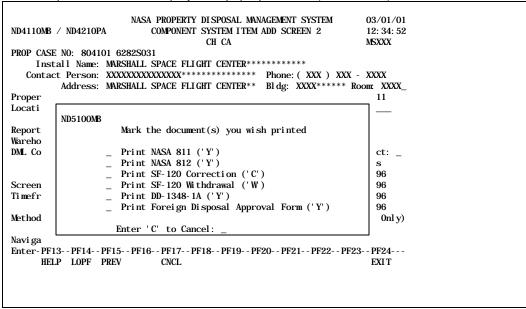
Print Doc input value = Y or N

NOTE: If the property of either case was reported to GSA, the user may wish to generate a correction document to GSA.

Additional Component Item input value = Y

Press < Enter>.

If Print Doc equals Y, NPDMS displays the pop-up window (ND5100MB).



INPUT DATA

- Print SF-120 Correction ('C') input value = C
- Press <Enter>.

If Print SF-120 equals C, NPDMS displays the pop-up window (ND5100MD).

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                              03/01/01
                      COMPONENT SYSTEM ITEM ADD SCREEN 2
ND4110MB / ND4210PA
                                                              12: 34: 52
                                                              MSXXX
                                  CH CA
PROP CASE NO: 804101 6282S031
    Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Address: MARSHALL SPACE FLIGHT CENTER** Bldg: XXXX***** Room: XXXX_
                                              Fax: ( XXX ) XXX - XXXX
Property
                MAIL CODE XXXX
           City: MSFC***********
Location
                                            State: AL Zip: XXXXX _
                *******************************
        ND5100MD
               GSA Withdrawal Approval Date: ** ** ****
       Withdrawal/Correction Narrative:
                 Enter 'C' to Cancel:
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP LOPF PREV
                          CNCI.
                                                               FXIT
```

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = C or blank
- Press **<Enter>**. From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections. If you enter **C** to Cancel, NPDMS displays the component System Item Add Screen 2 (ND4110MB).

4.8.1.10 Single and Component System Item Case Add With Receipt

This Add process allows the user to generate a Receipt, which records the physical receipt of personal property by the PDO. To generate a Receipt outside the Add process refer to UOG Section 4.8.4.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the Case Add screen,
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
 - 4.8.1.1 (Controlled Add with GSA Reporting)
 - 4.8.1.2 (Non-Controlled Add with GSA Reporting)
 - 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.5 (Controlled Add with DRMO Transfer)
 - 4.8.1.6 (Non-Controlled Add with DRMO Transfer)
 - 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)

4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to generate a Receipt at the time of Add:

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM	03/01/01
ND4110MB / ND4110PA COMPONENT SYSTEM ITEM ADD SCREEN 2	12: 26: 45
	MSXXX
Prop Case No: Item Id:	
Install Name: MARSHALL SPACE FLIGHT CENTER*********	
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	X - XXXX
Address: BLDG XXXX*********************************	Room
Property Fax: (XXX) XXX	C - XXXX
Location City: HUNTSVILLE******** State: AL Zip: XX	XXX
Country:	
Report To: GSA Region: 04 or DRMO DODAAC: Print Doc (Y/N): N
Warehouse Loc: Warehoused Date:	
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1 A	rtifact: _
DAYS Begin Dates End	Dates
21_ Installation Screening: 03 01 2001 03	22 2001
Screening 21_ NASA-Wide Screening: 03 01 2001 03 Timeframes 0_ Other Federal Screening: 03 23 2001 03	22 2001
Timeframes 0 Other Federal Screening: 03 23 2001 03	23 2001
21_ Donati on Screening: 03 24 2001 04	14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N	=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF	723 PF24
HELP LOPF PREV CNCL CLEAR	EXIT

INPUT DATA

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

• Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

NPDMS will test for modifications made to the date fields when the <Enter> key is pressed. The ND4110MB (ADD SCREEN 2) screen will display again with newly calculated dates.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

 From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections.

4.8.1.11 Non-Controlled/Controlled Property Check

This Add process is initiated for the functional Add of Non-Controlled property Add data. During the Non-Controlled property Add, the system checks for Controlled (NEMS-tagged) property using the manufacturer model, serial number, quantity, and unit of measure. If the quantity equals one (1), and the unit of measure equals each (ea), and a match of the manufacturer model and serial number occurs for a controlled piece of property monitored by NEMS, NPDMS allows the user to process the property as Controlled or Non-Controlled.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

• From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD (ND4110MA) screen,

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MA / ND4110PA NON-CONTROLLED PROPERTY I TEM ADD 10: 48: 18 MSXXX
Prop Case No: 804101 5335C242
Local Ref No: Turn-In Doc No:
Initiators Name: Initiators Org Code:
Initiators Phone: () NSN: **** Item Name: ************************************
Item Name: ************************************
Mfg's Code: Mfg's Name: Mfg Year:
Model No: Part No:
Model No: Part No: Serial No: MMA Code: CC: ** Cap Sens Code: X QTY: ***** UNIT OF MEASURE: ** ACQ COST: ************************************
QTY: ***** UNIT OF MEASURE: ** ACQ COST: ********
Stock Status Code: 5
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: More: _
RETAIN (Y/N): N
Navi gati on: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
HELP LOPF PREV CNCL CLEAR EXIT
HELP LUFF PREV CNCL CLEAR EXII

INPUT DATA

Local Ref No

Turn-In Doc No input value = your document number

Initiators Name

Initiators Org Code

Initiators Phone

NSN

Item Name

Mfg's Code input values = blank, valid code, ZZZZZ or XXXXX.

If using Z or X see corresponding entry for

Mfg's Name.

Mfg's Name input values = blank, name with matching Mfg's Code,

UNKNOWN with ZZZZZZZ Mfg's Code, or MFG CODE NOT

ASSIGNED with XXXXX Mfg's Code

Mfg Year

Model No

NOTE: the value cannot be blank or NONE

Part No

Serial No

NOTE: the value can not be blank or NONE

MMA Code

CC

Cap Sens Code input values = N, X, Q, M or P

Qty input value = 1

• Unit of Measure input value = **ea**

Unit Acq Cost

•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Inv	input value = Y or blank
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	
•	Precious Metals Code	
•	Print Pickup Doc	input value = Y or N
•	Item Desc	
•	More	input value = Y or blank

 Press <Enter>. NPDMS displays a pop-up window (ND4110MF) message prompt that requires user response.

ND4110MA / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM NON-CONTROLLED PROPERTY ADD A CA Cust Acct No: XXX	12: 07: 41 MSXXX XX
	Turn-In Doc No:	
Initiators Name: Initiators Org Code:		
ND4110MF		
A record has been found on the NEMS Equipment File with the same Model Number and Serial Number.		
T		
ECN: Item Na	me:	
Do you wish to proces	s this case as a Controlled Property? (Y/	N): _
NOTE: Some of the da	ta may be changed.	******
Navi gati on:		
	- PF16 PF17 PF18 PF19 PF20 PF21 PF22	PF23PF24
HELP LOPF PREV	CNCL CLEAR	EXI T

INPUT DATA

Process as a Controlled Property input value = Y or N

• Enter 'C' to Cancel input value = **C** or **blank**

- Press **<Enter>**. If the user elects to process the entered record as controlled property, the case record is updated with the controlled property information. NPDMS generates an E01 Add Transaction and a X90 Transaction to identify NEMS Equipment data. NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and remains on the Add screen for entry of the next record.
- Haz Mat Ind